

Memorandum

TO : Executive Officer

DATE: 20 October 1961

FROM : Chief, Alien Affairs Staff

SUBJECT: Inventory and Analysis of Alien
Affairs Staff Files

1. Reference is made to [] report of his inventory and analysis of AAS files and your request to be advised as to my opinion of the efficacy of the report.

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2. Let me say at the outset that I was delighted that [] was able to make the survey and that about 95% of his recommendations shall be followed. Following are my comments on the specific recommendations:

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(1) We have adopted this recommendation fully and have returned four feet of case files to SRD.

(2) At the present time most of the AAS case files refer to Cubans and are of continuing use to this Staff. When the Cuban situation stabilizes, we shall destroy or retire these files.

(3) We shall follow this recommendation fully and will probably be able to retire many of the AAS Administrative Files, probably more than those indicated in Tab D.

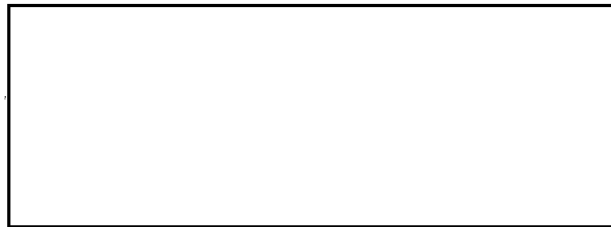
(4) After we are settled in the new building, we shall follow the recommendation to obtain a file cabinet for the storage of Immigration Forms and office supplies. If the symmetry of the new space will permit, we shall turn in the two-drawer safe (Rec. 6) and obtain a four-drawer safe. In this way we can probably eliminate one of the existing safes.

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(5) We shall make a full study of the control card files. In this regard there are many old matters that keep cropping up, e. g., a person must normally be in the U. S. for five years prior to naturalization and if a former Communist, he must have ten years of residence. For security reasons, when these cases come to I&NS attention, control numbers are used instead of names. It is therefore necessary to keep an accurate card record of the control numbers in order that we can call for the SRD file. In all probability, we will be able to discontinue some of the control cards.

(6) This has been covered in conjunction with Rec. 4.

3. In all, we are most anxious to run an efficient economical Staff consistent with good security. We are most thankful to for his assistance in our efforts to reach that goal.



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